

**THIRD JUDICIAL CIRCUIT OF MICHIGAN
OFFICE OF HUMAN RESOURCES
OPEN COMPETITIVE
EXAMINATION ANNOUNCEMENT**

POSITION POSTED: DIRECTOR OF PRETRIAL SERVICES
SALARY RANGE: \$54,294.00 - \$74,785.00
DATE POSTED: 5/9/2013 thru 5/15/2013

ELIGIBILITY: This examination is open to anyone who meets the minimum qualifications listed below.

A PERSON MAY NOT TAKE AN OPEN COMPETITIVE EXAMINATION FOR THE SAME TITLE UNTIL NINETY (90) DAYS HAS EXPIRED SINCE THE LAST EXAMINATION FOR THE TITLE.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in Criminal Justice, Psychology, Social Science or related curriculum.
- A minimum of eight (8) years of progressively more responsible experience in a pretrial environment (monitoring and supervising bonds).
- A minimum of five (5) years supervisory experience.

DESCRIPTION OF WORK:

Under general direction of the Deputy Court Administrator - Criminal Division, plans, directs, and manages the operational and administrative activities of the Pretrial Services department in accordance with Court goals and objectives.

Responsibilities may include, but are not limited to:

- Directs and supervises the activities of pretrial services staff.
- Develops, implements and evaluates programs, goals, objectives, and strategic planning of the department.
- Develops and implements departmental policies and procedures, consistent with overall court policies, and oversees adherence to policies and procedures.
- Participates in the development and growth of pretrial services staff, and ensures that employees receive regular performance appraisals.
- Interacts with and responds to inquiries from various court, criminal justice and police agencies; responds to inquiries from court staff, attorneys, defendants, law enforcement agencies and the public.
- Provides and recommends continuing in-service training for staff development.
- Maintains awareness of current developments in criminal justice services and legislation, and their impact on the delivery of pretrial services.
- Coordinates, prepares and submits audit materials to the Michigan State Police.
- Administers LEIN Operator certification and recertification examinations and status tracking.
- Ensures the quality, timeliness and integrity of LEIN entries and cancellations.
- Prepares statistical reports regarding bond decisions and bail activities.

FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE ATTACHED JOB DESCRIPTION.

SELECTION: Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based upon appropriate job-related criteria. Information provided on application forms and subsequent verification thereof will be used to determine applicant's qualifications for this position. **THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED.**

NOTE:

Selected candidate must obtain Michigan State Police Terminal Agency Coordinator certification (at its first available offering). Also selected candidate must obtain National Association of Pretrial Services Agencies (NAPSA) Pretrial certification (at its first available offering).

Incomplete or illegible applications will not be considered. Faxed or emailed applications are not acceptable.

EXAMINATION COMPONENTS AND WEIGHTS (Total 100% MAX – 70% MIN)

Evaluation of Training, Experience & Personal Qualification	P/F (Pass/Fail)
Written Examination	30%
Interview	70%

APPLICANTS MUST ATTAIN A MINIMUM SCORE ON EACH PORTION OF THE EXAMINATION BEFORE BEING INVITED TO PARTICIPATE IN AND/OR BE RATED ON SUBSEQUENT PARTS OF THE EXAMINATION.

APPLICATION PROCEDURE AND DEADLINE:

Applications must be received **no later than 4:30 p.m. on the last day of this announcement.** **APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM SUBMITTED THROUGH THE FOLLOWING WEBSITE www.3rdcc.org.** A VALID EMAIL ADDRESS IS REQUIRED TO APPLY. APPLICANT WILL RECEIVE A CONFIRMATION AFTER SUCCESSFUL SUBMISSION OF THE ELECTRONIC APPLICATION. **ANY FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.** An official copy of all transcripts/diplomas must be available at time of interview. **Resumes may be included with the application form, but may not be substituted for it.**

Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations because of a disability, please call (313) 224-7018.

BASED ON THE REQUIREMENTS OF THE POSITION, CANDIDATES CONSIDERED FOR PLACEMENT IN THIS CLASSIFICATION WILL BE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION AND SUBSEQUENT FINGERPRINTING EVERY FIVE YEARS.

POSTING: This notice must be posted on all bulletin boards until the filing date has expired.

**** AN EQUAL OPPORTUNITY EMPLOYER ****

**Third Judicial Circuit of Michigan
Department of Human Resources**

Classification Code: 0200-009

Date Issued: 3-28-13

TITLE: DIRECTOR OF PRETRIAL SERVICES

SUMMARY:

Under general direction of the Deputy Court Administrator - Criminal Division, plans, directs, and manages the operational and administrative activities of the Pretrial Services department in accordance with Court goals and objectives.

ESSENTIAL FUNCTIONS:

1. Directs and supervises the activities of pretrial services staff.
2. Develops, implements and evaluates programs, goals, objectives, and strategic planning of the department.
3. Develops and implements departmental policies and procedures, consistent with overall court policies, and oversees adherence to policies and procedures.
4. Participates in the development and growth of pretrial services staff, and ensures that employees receive regular performance appraisals.
5. Interacts with and responds to inquiries from various court, criminal justice and police agencies; responds to inquiries from court staff, attorneys, defendants, law enforcement agencies and the public.
6. Provides and recommends continuing in-service training for staff development.
7. Maintains awareness of current developments in criminal justice services and legislation, and their impact on the delivery of pretrial services.
8. Coordinates, prepares and submits audit materials to the Michigan State Police.
9. Administers LEIN Operator certification and recertification examinations and status tracking.
10. Ensures the quality, timeliness and integrity of LEIN entries and cancellations.
11. Prepares statistical reports regarding bond decisions and bail activities.
12. Develops and executes special projects as assigned.
13. Monitors events and issues concerning the alleviation of jail overcrowding.
14. Acts as liaison with department heads, judiciary, defense and prosecuting attorneys, and the public.
15. Performs other duties as assigned.

QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university in Criminal Justice, Psychology, Social Science or related curriculum.
2. A minimum of eight (8) years of progressively more responsible experience in a pretrial environment (monitoring and supervising bonds).
3. A minimum of five (5) years supervisory experience.

4. Expert knowledge of state and national pretrial standards, requirements, policies and procedures.
5. Broad knowledge of the community and its resources.
6. Ability to work with law enforcement agencies, community service providers, and all courts.
7. Knowledge of various statutes, their applications and implementing regulations.
8. Ability to effectively communicate verbally; to write clearly and concisely; to interact with those from various backgrounds; and to understand the speech of another person.
9. Ability to discern deception and act accordingly.
10. Ability to interpret Law Enforcement Information Network (LEIN) systems.

LICENSES, CERTIFICATIONS OR SPECIAL REQUIREMENTS:

- Based on the requirements of the position, candidates considered for placement in this classification will be subject to a Criminal Background Investigation and subsequent fingerprinting every five years.
- Employee must obtain MSP Terminal Agency Coordinator certification (at its first available offering).
- Selected candidate must obtain NAPSA Pretrial certification (at its first available offering).

The above statements describe the general nature and level of work performed by employees assigned to the class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this description. Specific job duties vary from position to position.

NOTES:

03-28-13 Updated format and contents